



UNITED STATES MARINE CORPS  
MARINE CORPS BASE  
CAMP LEJEUNE, NORTH CAROLINA 28542-5001

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8 Aug 89

BASE ORDER 12630.4

From: Commanding General  
To: Distribution List

Subj: LEAVE TRANSFER PROGRAM FOR NONAPPROPRIATED FUND INSTRUMENTALITY (NAFI) EMPLOYEES

Ref: (a) DOD Manual 1401.1-M

Encl: (1) Guidance on the Nonappropriated Fund Instrumentality Leave Transfer Program  
(2) Nonappropriated Fund Application to Become a Leave Recipient  
(3) Nonappropriated Fund Application to Become a Leave Donor

1. Purpose. To provide local policies and procedures for administering the Leave Transfer Program for Nonappropriated Fund Instrumentality (NAFI) employees as authorized by the reference.
2. Background. The Office of Personnel Management has established a leave transfer program that permits Federal employees to donate annual leave for use by other Federal employees for a medical or family emergency or other hardship. That program has been adapted for NAFI employees served by the Nonappropriated Fund Personnel Division.
3. Information. The leave transfer program procedures and guidance for NAFI employees are specified in enclosure (1). Enclosures (2) and (3) will be utilized as explained in enclosure (1) to apply for participation in the program.
  - a. All regular full-time and regular part-time employees who have credited annual leave may participate in the leave transfer program.
  - b. Leave transfer is the voluntary transfer of annual leave from one employee to another for a personal emergency.
  - c. A leave recipient is a current employee, affected by a personal emergency, for whom an application has been approved to receive annual leave from the leave accounts of one or more donors.
  - d. A leave donor is an employee whose voluntary written request has been approved for transferring his or her annual leave to the annual leave account of an approved leave recipient.
  - \* e. Personal emergency means a medical or family emergency, or other hardship situation, that is likely to require an employee's absence from duty for a prolonged period of time and to result in a substantial loss of income to the employee because of the unavailability of paid leave. Normal maternity situations will not be deemed personal emergencies.
  - f. Annual leave may only be transferred to the annual leave accounts of leave recipients within the same employing NAFI unless the Nonappropriated Fund (NAF) Personnel Director determines that the amount of annual leave so transferred may not be sufficient to meet the needs of the leave recipient. The transfer of annual leave from leave donors outside the recipient's employing NAFI may be approved by the Commandant of the Marine Corps (Code MWP).
  - g. Leave donations from a leave donor who is not currently employed by DCN is not permitted.

Ch 1 ( 13 AUG 91 )

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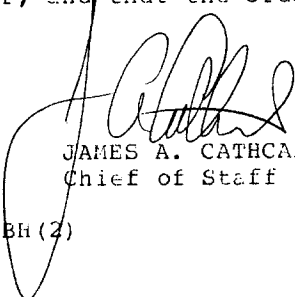
n. The minimum amount of leave which may be transferred is one hour. Leave that is transferred will be on an hour for hour basis.

i. The approval and use of transferred annual leave shall be subject to all of the conditions and requirements imposed by DOD, DON, and local regulations pertaining to annual leave, except that transferred annual leave may accumulate without regard to 240 hours limitation.

j. Employees may not donate annual leave to their immediate supervisors.

\* k. Income received from the use of donated annual leave is taxable to the leave recipient; the leave donor does not incur a deductible expense.

4. Action. All organizations serviced by the Nonappropriated Fund Personnel Office shall comply with the instructions contained in this Order. NAFI heads will ensure that all subordinate managers and supervisors (military and civilian) are thoroughly familiar with the contents of this Order, and that the Order is made available to employees upon request.



JAMES A. CATHCART  
Chief of Staff

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GUIDANCE ON THE NONAPPROPRIATED FUND INSTRUMENTALITY LEAVE TRANSFER PROGRAM

1. Nonappropriated Fund Application to Become a Leave Recipient

a. Using the Application to Become a Leave Recipient, enclosure (2) of this Order, an employee who has been affected by a personal emergency may make written application to the Nonappropriated Fund (NAF) Personnel Director, via the Division Head/designee to become a leave recipient. If such an employee is not capable of making application, another employee of the same activity may make written application on his or her behalf.

b. The NAF Personnel Director shall review each application to determine that the potential leave recipient has been affected by a personal emergency and that the absence from duty without available paid leave because of the personal emergency is (or is expected to be) at least 10 workdays. The NAF Personnel Director will approve/disapprove the application as appropriate.

2. Notification of Disposition of Potential Leave. Recipient's Application. If the potential leave recipient's application is approved, the NAF Personnel Director shall provide the applicant written notification of the approval, the leave recipient's responsibility to provide documentation monthly (unless a more frequent time period is determined to be necessary) to support the continuation of the personal emergency, and the conditions under which the personal emergency terminates. A copy of the notification will be provided to the Payroll Office and the Division Head or designee. If the application is disapproved, he or she shall be notified by the NAF Personnel Director in writing of the reasons for the disapproval. Notification will take place within 30 days after the date the completed application was received.

3. Notification of a Need for Leave Donors. The NAFI NOTES will be used to publicize the leave recipient's need for donations of annual leave. Other sources to be used, if deemed necessary, will be determined by the NAF Personnel Director. The leave recipient's desire regarding the extent of publicity will be considered. If the leave recipient does not wish to make his or her personal emergency known to co-workers, the NAF Personnel Director may solicit donations for the employee by using a general description of the employee's situation (provided by the employee) without revealing the employee's name.

4. Nonappropriated Fund Application to Become a Leave Donor

a. Potential leave donors will use the Application to Become a Leave Donor, enclosure (3) of this Order, to donate leave. The application will be forwarded via the Division Head/designee to the NAF Personnel Director for approval/disapproval as appropriate.

b. The NAF Personnel Director shall review the applications of potential leave donors to ensure that annual leave is available to be transferred and that the amount requested for transfer does not exceed more than the total annual leave the donor has accrued.

c. A leave donor who has leave subject to forfeiture at the end of the year may donate no more than the number of hours remaining in the leave year as of the date of the transfer for which the leave donor is scheduled to work and receive pay. For example, if a donor has 50 hours of use or lose leave as of the date of the transfer, but only 20 working hours remain in the leave year, the employee may donate no more than 20 hours of annual leave.

5. Notification of Disposition of Potential Leave. Donor's Application. If the application is approved, the leave donor shall be notified in writing by the NAF Personnel Director of the limitations on donation of annual leave, the number of hours of leave which may be transferred and the entitlement to have a portion of the leave recipient's transferred annual leave restored at the termination of the leave recipient's personal emergency. Copies of the notification will be provided the payroll office and the Division Head/designee. If the application is disapproved, he or she shall be notified, in writing, of the reasons for disapproval.

ENCLOSURE (1)

Notification will take place within 30 days after the date the completed application is received. Except for record keeping purposes, leave donors need not reveal the fact that they have donated leave, the name of the employee to whom the leave was donated, or the amount of leave donated.

6. Grievance Rights. Nonbargaining unit employees whose applications to receive or to donate leave have been denied may grieve through the Administrative Grievance Procedure. Bargaining unit employees may grieve denied applications through the procedures outlined in the negotiated agreement.

7. Termination of Personal Emergency

a. The NAF Personnel Director will determine when a leave recipient's personal emergency has terminated and shall notify, in writing:

(1) The leave recipient, leave donors, the payroll offices of the leave recipient and all leave donors of the termination of the personal emergency.

(2) All leave donors and their payroll office of the amount of transferred annual leave to be restored to the leave donors' accounts, as computed by the leave recipient's servicing payroll office; and

(3) The leave donors of the possibility of forfeiture of restored annual leave.

b. The leave recipient's payroll office shall compute the amount of unused transferred annual leave to be restored to each leave donor and notify the NAF Personnel Director.

8. Restoration of Transferred Annual Leave

a. Upon termination of the leave recipient's personal emergency, any transferred annual leave remaining in the leave recipient's account shall be restored to the accounts of the leave donors. Transferred annual leave to be restored to the account of the donor before the beginning of the third bi-weekly pay period before the end of the leave year is subject to forfeiture unless scheduled in accordance with Base Order 12630.3. Leave restored after the beginning of the third bi-weekly pay period before the end of the leave year is not subject to forfeiture until the end of the following leave year in which the transferred annual leave is restored.

b. The minimum amount of annual leave which may be restored to an employee's account is one hour. Fractions of an hour shall be rounded to the nearest whole hour (i.e. less than 30 minutes shall be rounded down, 30 minutes or more shall be rounded up).

9. Records Maintenance. The NAF Personnel Director and the Morale, Welfare and Recreation Comptroller will maintain the leave transfer records as appropriate.

NONAPPROPRIATED FUND (NAF) APPLICATION TO BECOME A LEAVE RECIPIENT

1. Name \_\_\_\_\_
2. Employee ID (Soc. Sec.) Number \_\_\_\_\_
3. Activity \_\_\_\_\_
4. Title \_\_\_\_\_ Series \_\_\_\_\_ Grade \_\_\_\_\_
5. Salary (Hourly Rate) \_\_\_\_\_
6. Attach a detailed description of the nature, severity, date of inception, and anticipated duration of the personal emergency. If the nature of the emergency is medical, a physician's certification is required.
7. You must also attach a copy of your most recent leave and earnings statement.

I hereby authorize the NAF Personnel Director to identify me should it be necessary to publicize my need for leave donations.

☐

YES

☐

NO

(CHECK APPROPRIATE BOX)

\_\_\_\_\_  
Applicant's Signature & Date

\_\_\_\_\_  
Endorsement by Division Head/Designee & Date

\_\_\_\_\_  
Approved by NAF Personnel Director & Date

(See Privacy Act Statement Below)

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Section 6311 of Title 5 to the U. S. Code authorizes collection of this information. The primary use of this information is by management and your payroll office to approve and record your use of leave. Additional disclosures of the information may be: To the Department of Labor when processing a claim for compensation regarding a job connected injury or illness; to a State unemployment compensation office regarding a claim; to Federal Life Insurance or Health Benefits carriers regarding a claim; to a Federal, State or local law enforcement agency when your agency becomes aware of a violation or possible violation of civil or criminal law; to a Federal agency when conducting an investigation on you for employment or security reasons; to the Office of Personnel Management or General Accounting Office when the information is required for evaluation of leave administration; and to the General Services Administration in connection with its responsibilities for records management.

Where the employee identification number is your Social Security Number, collection of this information is authorized by Executive Order 9397. Furnishing the information on this form, including your Social Security Number, is voluntary, but failure to do so may result in disapproval of this request.

If your agency uses the information furnished on this form for purposes other than those indicated above, it may provide you with an additional statement reflecting those purposes.

ENCLOSURE (2)

NONAPPROPRIATED FUND (NAF) APPLICATION TO BECOME A LEAVE DONOR

1. Name \_\_\_\_\_
2. Employee ID (Soc. Sec.) Number \_\_\_\_\_
3. Activity \_\_\_\_\_
4. Title \_\_\_\_\_ Series \_\_\_\_\_ Grade \_\_\_\_\_
5. Salary (Hourly Rate) \_\_\_\_\_
6. Name of leave recipient \_\_\_\_\_
7. Number of hours of annual leave to be transferred \_\_\_\_\_
8. You must attach a copy of your most recent leave and earnings statement.

\_\_\_\_\_  
Applicant Signature & Date

\_\_\_\_\_  
Endorsement by Division Head or Designee & Date

\_\_\_\_\_  
Approved by NAF Personnel Director & Date

(See Privacy Act Statement Below)

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Section 6311 of Title 5 to the U. S. Code authorizes collection of this information. The primary use of this information is by management and your payroll office to approve and record your use of leave. Additional disclosures of the information may be: To the Department of Labor when processing a claim for compensation regarding a job connected injury or illness; to a State unemployment compensation office regarding a claim; to Federal Life Insurance or Health Benefits carriers regarding a claim; to a Federal, State or local law enforcement agency when your agency becomes aware of a violation or possible violation of civil or criminal law; to a Federal agency when conducting an investigation on you for employment or security reasons; to the Office of Personnel Management or General Accounting Office when the information is required for evaluation of leave administration; and to the General Services Administration in connection with its responsibilities for records management.

Where the employee identification number is your Social Security Number, collection of this information is authorized by Executive Order 9397. Furnishing the information on this form, including your Social Security Number, is voluntary, but failure to do so may result in disapproval of this request.

If your agency uses the information furnished on this form for purposes other than those indicated above, it may provide you with an additional statement reflecting those purposes.

ENCLOSURE (3)